

MANNING DOCUMENT

*****MARAIRSOUTH

	GR	IT	SP	TU	UK	US	TOTAL
OFF:	1	2	1	1	3	5*	13*
%	7.69	15.38	7.69	7.69	23.08	38.46	100
OR	2	10	0	0	5	7	24
%	8.33	41.67	0	0	20.83	29.17	100
TOTAL	3	12	1	1	8	12	37
%	8.11	32.43	2.71	2.71	21.61	32.43	100
	GR	IT	SP	TU	UK	US	TOTAL

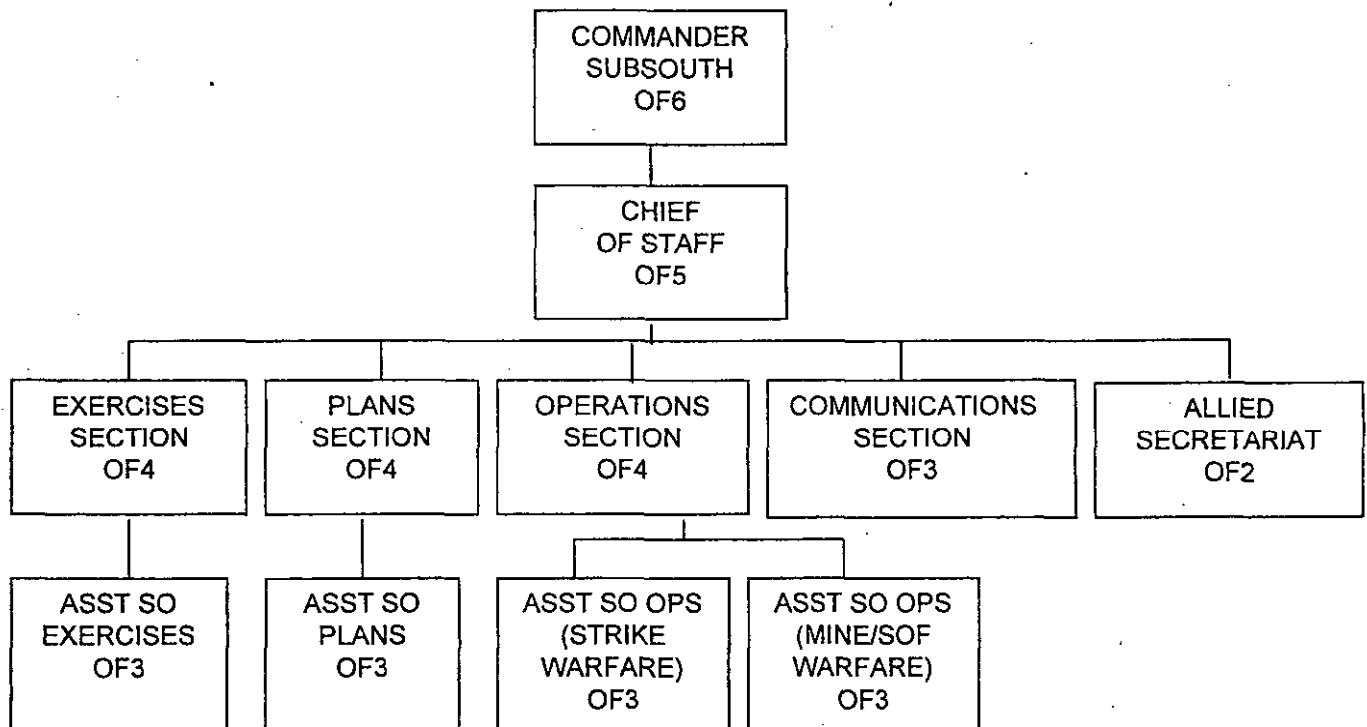
NATION DISTRIBUTION/COST-SHARING BASIS

COSTS ARE SHARED AMONG PARTICIPANTS BASED ON
PERCENTAGES BELOW:

OFF:	1	2	1	1	3	5	13
%	7.69	15.38	7.69	7.69	23.08	38.46	100
	GR	IT	SP	TU	UK	US	TOTAL

(*) 2 OFFICER POSTS DUAL HAT

SUBSOUTH ORGANISATION STRUCTURE



SUBSOUTH MANNING DOCUMENT

POST NO	JOB TITLE	GRADE	NAT	SVC	REMARKS
OFFICE OF COMSUBSOUTH					
DW SXX 001	COMMANDER	(OF-6)	US	N	DUAL HAT
DW SXX 002	COFS	(OF-5)	US	N	DUAL HAT
PLANS SECTION					
DW SXP 001	STAFF OFFICER PLANS	OF-4	IT	N	
DW SXP 002	ASSISTANT SO PLANS	OF-3	US	N	
EXERCISE SECTION					
DW SXE 001	STAFF OFFICER EXERCISES	OF-4	TU	N	
DW SXE 002	ASSISTANT SO EXERCISES	OF-3	IT	N	
OPERATIONS SECTION					
DW SXO 001	STAFF OFFICER OPS	OF-4	GR	N	
DW SXO 002	OPCON SUPERVISOR	OR-7	UK	N	
DW SXO 003	PLOTTER	OR-5	IT	N	
DW SXO 004	PLOTTER	OR-5	GR	N	
DW SXO 005	ASSISTANT SO OPS	OF-3	SP	N	
DW SXO 006	ASSISTANT SO OPS	OF-3	UK	N	
DW SXO 007	PLOTTER	OR-5	NU	N	
DW SXO 008	PLOTTER	OR-5	NU	N	
COMMUNICATIONS SECTION					
DW SXC 001	COMMCEN SPECIALIST	OF-3	UK	N	
DW SXC 002	CRYPTO CUSTODIAN	OR-7	UK	N	
DW SXC 003	COMMCEN OPERATOR	OR-5	US	N	
DW SXC 004	COMMCEN OPERATOR	OR-5	US	N	
DW SXC 005	MSK MANAGER	OR-6	UK	N	
DW SXC 006	COMMCEN OPERATOR	OR-4	IT	N	
DW SXC 007	COMMCEN OPERATOR	OR-5	IT	N	
DW SXC 008	COMMCEN OPERATOR	OR-5	IT	N	
DW SXC 009	COMMCEN OPERATOR	OR-3	UK	N	
DW SXC 010	COMMCEN OPERATOR	OR-5	GR	N	
DW SXC 011	COMMCEN OPERATOR	OR-5	GR	N	
DW SXC 012	COMMCEN OPERATOR	OR-3	US	N	

POST NO	JOB TITLE	GRADE	NAT	SVC	REMARKS
DW SXC 013	COMMCEN OPERATOR	OR-5	IT	N	
DW SXC 014	COMMCEN OPERATOR	OR-5	IT	N	
DW SXC 015	COMMCEN OPERATOR	OR-5	IT	N	

ALLIED SECRETARIAT

DW SXA 001	SECRETARY	(OF-2)	US	N	DUAL HAT
DW SXA 002	ADMIN MANAGER	OR-6	UK	N	
DW SXA 003	CLERK/TYPIST	(OR-6)	US	N	DUAL HAT
DW SXA 004	CLERK/TYPIST	(OR-6)	US	N	DUAL HAT
DW SXA 005	CLERK/TYPIST	OR-2	UK	N	
DW SXA 006	MESS STEWARD	(OR-4)	US	N	DUAL HAT
DW SXA 007	BOATSWAIN' s MATE	(OR-3)	US	N	DUAL HAT
DW SXA 008	BOATSWAIN' s MATE	(OR-3)	US	N	DUAL HAT

MANNING DOCUMENT

*****SUBSOUTH

	GR	IT	SP	TU	UK	US	TOTAL
OFF:	1	2	1	1	2	4*	11*
%	9.09	18.18	9.09	9.09	18.18	36.36	100
OR	3	7	0	0	6	8	24**
%	12.5	29.17	0	0	25.0	33.33	100
TOTAL	4	9	1	1	8	12	35**
%	11.43	25.71	2.86	2.86	22.86	34.29	100
	GR	IT	SP	TU	UK	US	TOTAL

NATION DISTRIBUTION/COST-SHARING BASIS

COSTS ARE SHARED AMONG PARTICIPANTS BASED ON PERCENTAGES BELOW:

OFF:	1	2	1	1	2	4	11
%	9.09	18.18	9.09	9.09	18.18	36.36	100
	GR	IT	SP	TU	UK	US	TOTAL

(*) 3 OFFICER POSTS DUAL HAT

(**) 2 OR5 POSTS – NO NATION IDENTIFIED. ENLISTED POSTS ARE NOT INCLUDED IN NATIONS DISTRIBUTION/COST-SHARING.

SUPPORT SERVICES

1. BACKGROUND.

- a. The Lead Nation will arrange for a facility, or a portion thereof, for use by HQ NAVSOUTH's Special Entities (hereinafter Facility).
- b. The Facility Base Commander, acting for the Lead Nation, will be responsible for promulgating specific local regulations and policies pertaining to the access and use of facilities and the provision of services described in this Annex.

2. NON-REIMBURSABLE SUPPORT.

The Lead Nation will arrange for, on a non-reimbursable basis, subject to availability and to the Lead Nation's and Receiving State's requirements, laws and regulations, the logistical support/services set forth in this paragraph to members of the Participants' Forces and their legal dependents. Individual charges, fines, and fees will be the responsibility of the individual using the services.

- a. Use of exchange or retail services, in accordance with applicable international agreements and subject to the Lead Nation's and Receiving State's regulations regarding use of these facilities.
- b. Access to, and use of, designated recreation and welfare facilities and activities by the military personnel and their lawful dependents.
- c. Access to the messing and officer and enlisted clubs.
- d. The same library privileges available to the Lead Nation's personnel to include recreational and general reference library services.
- e. Fire protection services and prevention programmes.
- f. Security, including guard personnel, except civilians exclusively employed to guard the facility.
- g. Postal services (less postal charges).

3. REIMBURSABLE SUPPORT.

The Lead Nation will arrange for, subject to availability and to the Lead Nation's and Receiving State's requirements, laws and regulations, the following logistical support/services on a reimbursable basis to the Participants:

- a. Entities' facility (if leased by the Lead Nation).
- b. Operation, repair, maintenance, minor construction of the Facility, including fire alarm and fire protection systems.
- c. Transportation support, including staff cars and other administrative vehicular transport.
- d. Still photography, laboratory service graphics, presentation equipment, training aids, and missions support services.
- e. Common-user and specialized communications service consistent with current capabilities and supplier command directives. This includes operations, maintenance, relocation, and installation of telecommunications and automated data processing equipment; procuring leased communication circuits and access to the Lead Nation's commercial central communication system.
- f. Janitorial (cleaning) service for the Facility.
- g. General administrative supplies and equipment, including maintenance and repair of equipment.
- h. Printing and reproduction services.
- i. Utilities, including water, heat, electricity, waste disposal and sewage disposal.
- j. Office furniture/equipment including augmentation, replacement, and maintenance to the extent it is not provided by NATO or a Participant.
- k. Living quarters for military personnel and their dependents, if available. If the quarters are not available, the Lead Nation will provide assistance in finding adequate housing.
- l. Emergency medical services will be made available to members of the Participants' forces and their dependents on a reimbursable basis. In an emergency, movement of patients will take place in accordance with the provisions of STANAG 2061. This Annex will not supersede or otherwise affect any medical support agreements concluded previously or in the future between the Participants.

m. Civilian guard personnel exclusively employed to guard the Entities' facility.

**SENIOR RESOURCES COMMITTEE TERMS OF REFERENCE AND
FINANCIAL PROCEDURES**

1. PURPOSE.

To define the procedures for the Senior Resources Committee (SRC), and to establish the financial procedures for the operation and support of the Entities MARAIRSOUTH and SUBSOUTH. These arrangements are governed by the provisions set out in this MOU and form the basis for multinational funding.

2. MISSION OF THE SENIOR RESOURCES COMMITTEE.

- a. Approves the multinationally funded budget and related financial activities of the Entities.
- b. Makes decision on new constructions, alterations, extensions or additions, when funded through multinational budgets.
- c. Makes decisions on the equipment and furniture to be multinationally funded.
- d. Approves Commanders' proposed job descriptions and statements of functions.
- e. Makes approved changes to the organizational chart and staffing plan pursuant to the manning document.
- f. Resolves disputed matters concerning the interpretation and/or application of this MOU and/or provisions supplementing it.
- g. Approves all changes to the Annexes of this MOU.

3. WORKING PROCEDURES.

- a. The SRC will meet at least once per year. Each Signatory's Representative may be advised by appropriate experts.
- b. Decisions of the SRC on multinational funding and related financial issues, as well as manning issues, require unanimous approval of the Participants in the SRC of the Entities concerned. All other decisions will require unanimous approval of the Signatories.

- c. Decisions related to expenses multinationally funded by the Participants will be taken by the representatives of those Nations in the SRC. They are responsible for:
 - (1) Approving the shared portion of the Entities' budgets.
 - (2) Consideration and resolution of issues arising out of the administration of those budgets.
 - (3) Approving all financial activities of the Entities above any established financial limits which the SRC may set.
 - (4) Retrospective examination of the executed shared Entities' budgets.
- d. Extraordinary meetings may be convened at the call of the chairman to deal with urgent matters.
- e. The agenda of the SRC meetings will be drawn up in advance and distributed to members at least four weeks prior to the date of each meeting. The agenda will be separated into two areas:
 - (1) Budgets, financial and other business issues.
 - (2) Manpower and other MOU issues.
- f. Minutes will be drawn up, approved and distributed, at the end of each meeting.
- g. No action by the SRC will be taken by "Silence Procedures".

4. FINANCIAL PRINCIPLES.

The administrative and financial management will be carried out in accordance with current NATO financial regulations and implementing procedures, and any other related documents, to the extent feasible as determined by the SRC.

The following principles apply:

a. Fiscal Year:

The fiscal year begins on 1 January and ends 31 December.

b. Approved cost-sharing:

All Participants will fund the Entities on the approved cost-sharing basis.

c. Budget Estimates and Approval:

(1) As guided by the SRC the Entities will prepare, and submit to the SRC for approval, a budget showing their estimated expenses for the coming fiscal year.

(2) The SRC will :

(a) Scrutinize the Financial Statements for the previous fiscal year, agree on any outstanding budgetary and other financial matters, conduct mid-year review, approve any changes to the current year budgets, and approve the Medium Term Financial Plans (MTFP).

(b) Approve the budgets for the following fiscal year, in accordance with the SRC's guidance.

d. Transfer authority and financial limits:

Transfer authority and financial limits will be determined by the SRC.

5. **BUDGET DOCUMENTS.**

All budget documents, including budget estimates, mid-year review documents and financial statements, will be divided into chapters and chapter items in accordance with current NATO rules and directives, as directed by the SRC.

6. **CURRENCY.**

The currency used for budget plans, estimates and payments will be determined by the SRC and payments will be as required by contracts.

7. **MEDIUM TERM FINANCIAL PLANS.**

In accordance with the SRC's guidance, each Entity will submit a MTFP, each year, at a time stated by the SRC, for the SRC's approval.

8. **CIS/ADP STRATEGIC PLANS**

The Entities will support their CIS-related resource requests with consolidated medium term (5-year) CIS strategic plans. The plans should include a detailed description of the desired end state of the Entities' CIS architecture, a progressive strategy for attaining that end state, plans for

operation/maintenance/support of existing equipment, and a programme of rolling replacement of hardware and software. The financial implications of these plans will be included in, and reconciled with, MTFPs and annual budget estimates.

9. PAYMENTS

- a. In accordance with the approved cost-sharing formula the call for funds will be made as directed by the SRC. Any credits will be balanced in the subsequent calls for funds. Payments are to be made free of charge for the beneficiary on the due date.
- b. The Entities will designate the bank or banks in which the funds are to be held.
- c. In selecting the bank or banks, the Entities will aim to obtain the most favourable conditions for the required services and adequate security for deposits.
- d. The Entities will be responsible for the establishment and overall management of all accounts.
- e. Transfers and withdrawals from accounts, maintained by the Entities will be authorized by two signatures.

10. ACCOUNTING.

The Entities will submit their annual Financial Statements to the SRC.

11. AUDITING.

The preferred agency is the International Board of Auditors for NATO (IBAN). If not performed by the IBAN, audits may be performed by the ACE Audit Branch, SHAPE. Audit reports, together with the Entities' reports of corrective action, will be provided to the SRC within 90 days of completion of the audit. Documents supporting internationally funded transactions through SHAPE budgets will be available to SHAPE for auditing purposes.

12. TERMS OF REFERENCE OF THE CHAIRMAN OF THE SRC.

- a. SHAPE, or as delegated by SHAPE, will provide the Chairman of the SRC.
- b. The Chairman of the SRC will:
 - (1) Be responsible for the preparation and conduct of any SRC meeting, including urgent meetings.

(2) If necessary, arrange for decisions to be taken by the SRC between meetings.

(3) Examine and authenticate the minutes of the meeting drawn up by the SRC.

13. SRC MEMBERS.

CHAIRMAN: SHAPE, or as delegated by SHAPE

SECRETARY: Assigned by the Chairman

MEMBERS:

GREECE REP
ITALY REP
SPAIN REP
TURKEY REP
UNITED KINGDOM REP
UNITED STATES REP
SHAPE REP

OBSERVERS:

NAVSOUTH REP
MARAIKSOUTH REP
SUBSOUTH REP